



POLICY

Job Descriptions	
Policy Number 130-004	Supersedes Policy Number 2-10
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to promote a clear understanding of the duties and responsibilities of all positions in the Town of Wolfville. Descriptions for each position in the Town of Wolfville will be developed and maintained through consistent, formal reviews.

2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

3.0 References

- 3.1 Job Descriptions SOP 130-805

4.0 Definitions

- 4.1 **Position/ Job Description** is an outline of the duties and responsibilities.
- 4.2 **Statement of Qualifications.** This describes the basic requirements for the position (i.e. education, experience, competencies etc.) and is used for publicizing vacancies, screening applications, and for evaluating strengths and weaknesses.
- 4.3 **Critical Accountabilities** are criteria that identify the “bottom line” for the job, and describe the required outcome of successful performance. These are often used in senior positions, are limited to 5 or 6 areas, and are specific to their order of importance.

Note: The critical accountabilities should always be ordered by order of importance, from most important to least important, in order to allow incumbents to focus on what is most important first.



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5.0 Policy

5.1 Specific Objectives

The objectives of this policy are to:

- a) translate the organizational goals and objectives into action by defining and delegating the responsibilities and duties to the appropriate Town of Wolfville employee;
- b) provide a basic source of information to be used for:
 - recruitment
 - training and professional development
 - performance management
 - compensation
- c) define the responsibilities and duties of each position within the Town of Wolfville as it relates to the organizational goals and objectives;
- d) provide each employee with a clear understanding of the responsibilities and duties of each person; and
- e) ensure that employees perform an equitable share of the duties.

5.2 Responsibilities

5.2.1 The Council will:

- a) review, amend, and adopt changes to the Town of Wolfville's job descriptions for the Chief Administrative Officer.

CAO

2015-12-15

Date